

# **THE RYAN WHITE HIV/AIDS TREATMENT EXTENSION ACT OF 2009**

**RYAN WHITE PART A**

**RYAN WHITE PART B**

**FY2016**

**Contract Period: December 20, 2016 to February 28, 2017**

**REQUEST FOR PROPOSALS**

**APPLICATION MATERIALS**

**FOR**

**FISCAL MONITORING**

**RFP OPENING DATE: November 1, 2016**

**RFP CLOSING DATE: November 22, 2016**

**St. Clair County Health Department  
(Department)**

**Ryan White HIV Care Program  
19 Public Square, Suite 150  
Belleville, IL 62220  
(618) 233-7703**

**Note: If this RFP was downloaded from the St. Clair County website, each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.**

**THE RYAN WHITE HIV/AIDS TREATMENT EXTENSION ACT OF 2009  
RYAN WHITE PART A AND RYAN WHITE PART B**

**APPLICATION FOR  
FISCAL MONITORING**

The **FISCAL MONITORING** Request for Proposals (RFP) reflect the components each applicant must address to demonstrate their expertise and capacity to successfully fulfill the objectives and deliverables associated with coordinating fiscal monitoring for St. Clair County Health Department (Department) sub-recipients. Monitoring of fiscal activities includes providing reasonable assurance that all sub-recipients of Ryan White Part A and Part B grant dollars use the funds they receive efficiently and in compliance with applicable regulations for each funding source (CFDA #93.914 and #93.917). The services to be provided includes, but is not limited to, on-site fiscal monitoring of sub-recipients, testing of invoice records, reviewing sub-recipients' indirect cost allocation plans and ensuring that Ryan White sub-recipients obtain an audit in compliance with OMB Uniform Guidance, if required. Proposals must be submitted following the format requirements, address each of the application components, and contain all required attachments to be considered for review.

**I. APPLICATION FORMATTING REQUIREMENTS**

Request for Proposals (RFP) may be obtained beginning November 1, 2016 from Jan Nevois at the St. Clair County Health Department (Department), 19 Public Square, Suite 150, Belleville, IL 62220, or downloaded from the St. Clair County Health Department (Department) website at <http://www.health.co.st-clair.il.us/Pages/default.aspx> or by contacting Ms. Nevois at (618) 825-4413 or [jan.nevois@co.st-clair.il.us](mailto:jan.nevois@co.st-clair.il.us)

All questions must be submitted in writing no later than close of business Tuesday, November 15, 2016 to Jan Nevois, Director of Administration, St. Clair County Health Department (Department), 19 Public Square, Suite 150, Belleville, IL 62220 or via email at [jan.nevois@co.st-clair.il.us](mailto:jan.nevois@co.st-clair.il.us) All questions will be responded to in writing.

**An original, three (3) paper copies bound, one (1) copy unbound, of the proposal must be submitted to the St. Clair County Health Department (Department), 3<sup>rd</sup> Floor receptionist by 12:00 p.m. (noon) Tuesday, November 22, 2016.**

- *Late or incomplete proposals will not be accepted.*

Applicants must adhere to the following:

Applications must be in English	Use 12-point font
Use 8.5 by 11 inch white paper that can be photocopied	Top, bottom, left, and right margins may not be less than one inch each
Text may be either 1.5 or double-spaced	Each copy must contain a Table of Contents
Pages must be numbered	Paced in the Footer

## II. STATEMENT OF CONTRACTOR QUALIFICATIONS AND DELIVERABLES

### FISCAL MONITORING SERVICES FOR FY2016 RYAN WHITE PART A AND PART B

Part A and Part B of the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Ryan White HIV/AIDS Program) provides assistance to States, Eligible Metropolitan Areas (EMAs) and Transitional Grant Areas (TGAs) that are most severely affected by the HIV/AIDS epidemic. The City of St. Louis Department of Health and the Illinois Department of Public Health (IDPH) receive this Federal funding, through the Health Resources and Services Administration (HRSA) under the U.S. Department of Health and Human Services, and contracts with the St. Clair County Health Department (Department) for the coordination of service delivery, program planning, quality management, fiscal intermediary services, and other lead agency functions for St. Clair, Madison, Monroe, Clinton, Jersey, Calhoun, Macoupin, Bond, Fayette, Marion, Washington and Randolph Counties in Illinois.

The Department is seeking applicants that can coordinate fiscal monitoring activities to provide reasonable assurance that all sub recipients of Ryan White Part A and Part B who receive federal funds use the funds they are awarded efficiently and in compliance with applicable regulations. These sub-recipients currently include:

- Coordinated Youth and Human Services, Granite City, IL
- East Side Health District, East St. Louis, IL
- Southern IL Healthcare Foundation, East St. Louis & Sauget, IL
- Washington University, St. Louis, MO

2016 Services Providers and Awards			
Funding Source	Service Category	Amount Funded	Number of Sub-recipients
Ryan White Part A			
	Medical Case Management	\$206,000.00	2
<b>TOTAL</b>	<b>Unduplicated RW Part A Sub-recipients</b>	<b>\$206,000.00</b>	<b>2</b>
Ryan White Part B			
	Medical Case Management	\$525,354.00	3
<b>TOTAL</b>	<b>Unduplicated RW Part B Sub-recipients</b>	<b>\$525,354.00</b>	<b>3</b>
<b>GRAND TOTAL</b>	<b>Unduplicated Sub-Recipients</b>	<b>\$731,354.00</b>	<b>5</b>

Contractors will conduct sub-recipient monitoring in accordance with relevant sections of (HRSA) Ryan White HIV/AIDS Fiscal Part A and B National Monitoring Standards, as follows:

**Monitoring Standards for Ryan White Sub-Recipients/Sub-Grantees**  
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

**Monitoring Standards for Ryan White Part A Sub-Recipients/Sub-Grantees  
Fiscal Part A**

<http://hab.hrsa.gov/manageyourgrant/files/fiscalmonitoringparta.pdf>

SECTION	STANDARDS
A	5
E	1
F	1, 2, 3, 4
G	1, 2, 3
H	ALL
K	1, 3, 4, 5, 7, 9

**Monitoring Standards for Ryan White Part B Sub-Recipients/Sub-Grantees  
Fiscal Part B**

<http://hab.hrsa.gov/manageyourgrant/files/fiscalmonitoringpartb.pdf>

SECTION	STANDARDS
A	5
E	1
F	1, 2, 3, 4
G	1, 2, 3
H	ALL
K	1, 3, 4, 5, 7, 9

**Qualifications:**

**The types of entities eligible to provide services include, but are not limited to:**

- Public Accounting Firms
- Auditors
- Public Accountants
- Consultants (with an auditing and accounting background)

Eligible applicants must demonstrate capacity/expertise to successfully employ Generally Accepted Auditing Standards (GAAS), as applied to areas of fiscal monitoring and auditing.

Applicants must have the ability to understand and be able to develop a monitoring tool and schedule, and must be able to follow through on findings, concerns, corrective actions. Applicants must have the ability to conduct on-site fiscal monitoring and must be able to address any and all compliance requirements applicable to programs funded by the Department. In addition, applicants must have the ability to develop fiscal monitoring reports and communicate regularly and effectively with the Department.

**Evaluation Criteria:**

Proposal submissions will be evaluated and selection based on the responses received to the project abstract.

**III. PROJECT ABSTRACT [Maximum of two (2) pages, 1.5 or double-spaced pages]**

The proposal must include a project abstract or overview of the proposal, including:

- A. Name and brief description of the applicant organization.
- B. A brief description of your organization's existing abilities to provide services for the fiscal monitoring for grant funded programs.
- C. A summary of the proposed cost to attain the overarching objectives outlined in Point II for the fiscal monitor of Ryan White sub-recipients/sub-grantees.

**IV. PROGRAM NARRATIVE [Maximum of ten (10) pages, 1.5 or double-spaced pages]**

Applicants must respond to each of the required narrative service delivery proposal components. The order of the responses must follow exactly the order provided below. The Applicant's primary response should be included in the body or text of the submitted proposal. The response to proposal components may not consist solely of references to attached materials. This is not to say that Applicants may not attach additional documentation or material to demonstrate capacity or prior projects, but the response must not consist exclusively of attached material.

**Service Delivery**

- Describe the agreed-upon service(s) to be offered through this RFP. As part of this response, include how your organization will ensure compliance with the Contractor Qualifications stated in Section II.
- Explain how you will develop a fiscal monitoring tool and develop a fiscal monitoring schedule for funded programs. (Please provide a sample copy of monitoring tool(s), it will be an attachment(s) and not included in the narrative.)
- Describe your ability to conduct on-site monitoring activities at sub-recipient agencies throughout the service area.
- Describe the management and staffing plan of your organization and how the requested service fits into your organizational structure. Provide a description of staff skills and their experience in providing fiscal monitoring services.
- Please outline the key steps to be taken to begin providing the requested services. Include the activity, the anticipated start/end date and the personnel assigned to the activity.

- Describe the agency's communication and reporting plan to the St. Clair County Health Department.

**V. BUDGET [Maximum of one (1) page, 1.5 or double-spaced pages]**

Develop and submit a budget that includes at a minimum the budget lines listed below.

- Professional Services*
- Travel:* Travel costs for local travel may be included
- Other:* Any other costs not included above.

**VI. EVALUATION CRITERIA**

The RFP will undergo the following evaluation process. An independent review panel will evaluate the proposal and provide recommendations to the St. Clair County Board of Health at a regularly scheduled meeting using the following framework:

Capability of the Applicant	20 Points
Service Delivery	50 Points
Budget and Financial Data	30 Points
<b>Total</b>	<b>100 Points</b>

## **VII. RFP TERMS**

- A.** The St. Clair County Health Department (Department) reserves and may exercise one or more of the following rights and options regarding this RFP:
- To reject any and all bids, to seek additional bids, to enter into negotiations and subsequently contract with more than one Bidder at any time during the process.
  - To cancel or withdraw this RFP without the substitution of another RFP or alter the terms and conditions of this RFP.
  - To modify specific terms and conditions in this document prior to execution.
  - To renew the contract for an additional one year term for up to two consecutive years.
- B. Contents of Proposals:** All materials submitted in accordance with this RFP will become and remain the property of the Department and will not be returned. All Proposals shall be considered public records. All Proposal material may be treated as open records. The Department cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.